

Narrative Statement Supplemental Form
Human Resources Assistant

Name:

Date:

INSTRUCTIONS: Please use the right side column to explain in detail how you meet the qualification for this vacancy announcement. This information will be used to determine if you meet the required qualifications for this position.

<i>Qualification requirements</i>	<i>My qualifications and how they meet the vacancy announcement requirements.</i>
Education:	
College/university studies is required.	
Experience:	
Minimum two years of progressively responsible experience in administration is required.	
Language Proficiency:	
Level 4 (fluent) in English (reading/writing/speaking), level 4 (fluent) in Russian and/or Tajik language (reading/writing/speaking) is required.	
Skills and Abilities:	
Ability to advise on and resolve moderately complex issues; make informed judgment on problem areas and issues; select and apply appropriate provisions for each case; oral and written communication skills sufficient to formulate and present arguments and advisory opinions. Excellent computer skills; ability to prepare complex tables and graphs. Tact and diplomacy in dealing with Embassy employees. Developed skills and abilities to prepare independently various training materials and conduct presentations/trainings in the areas of expertise.	

Knowledge:	
<p><u>Full performance level:</u> Extensive knowledge of fundamental human resources management laws, policies, and practices. Extensive knowledge of post's policies and procedures pertaining to LES HR management. Knowledge of Post Personnel software and T&A program.</p> <p><u>*One-training level:</u> Good working knowledge of fundamental human resources management administration.</p>	